

Civil Service Commission

Department Description

The Civil Service Commission is part of the checks and balances of city government. It maintains a merit system of employment to ensure that the City of Columbus has a competent workforce. To do this, it manages the city's job classification plan by maintaining current job descriptions for the city workforce, continually updating the city's job classes and standardizing their use. The Commission also works with city agencies to establish hiring criteria for city jobs and then assesses the qualifications of applicants against these criteria. The Commission ensures that individuals hired to work for the City of Columbus are qualified for the work to be performed, are compensated appropriately and meet the city's residency requirement. Each pay period, the Commission reviews each personnel transaction and then certifies that the city's employees have been employed and are being paid in accordance with the City Charter, city ordinances and Commission rules.

Department Mission

To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens.

Strategic Priorities for 2005

From the Columbus Covenant:

Customer Service

- Review and make changes to the Commission website so it is more user-oriented.

Safety

- Continue to provide support necessary to promote police and fire personnel into the higher ranks. It will also conduct police officer testing.

Peak Performance

- Continue to use performance management information to monitor whether commission objectives are being met.

Additional Departmental Priorities:

- The Commission will continue to foster the use of the Kaizen process as time permits.

2005 Budget Issues

- The Civil Service Commission will continue to carry out its responsibilities in 2005. The Commission's budget provides for 32 full-time positions.
- Promotional testing for police deputy chief, police sergeant, fire lieutenant and fire captain will be conducted. Also, targeted police testing at minority colleges will be undertaken for early 2005.

Budget and Performance Measure Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2002 Actual	2003 Actual	2004 Original Appropriation	2004 Estimated Expenditures	2005 Proposed
Civil Service Commission	\$ 2,972,199	\$ 2,570,245	\$ 2,594,899	\$ 2,634,268	\$ 2,748,900
TOTAL	\$ 2,972,199	\$ 2,570,245	\$ 2,594,899	\$ 2,634,268	\$ 2,748,900

DIVISION SUMMARY BY CHARACTER					
CIVIL SERVICE COMMISSION EXPENDITURES SUMMARY	2002 Actual	2003 Actual	2004 Original Appropriation	2004 Estimated Expenditures	2005 Proposed
Personnel	\$ 2,730,151	\$ 2,431,439	\$ 2,196,076	\$ 2,259,124	\$ 2,236,219
Materials & Supplies	23,276	13,488	29,977	25,398	25,500
Services	218,772	124,106	368,846	349,746	487,181
Other Disbursements	-	1,212	-	-	-
Capital	-	-	-	-	-
TOTAL	\$ 2,972,199	\$ 2,570,245	\$ 2,594,899	\$ 2,634,268	\$ 2,748,900

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2002 Actual	2003 Actual	2004 Original Appropriation	2004 Estimated Expenditures	2005 Proposed
General Fund	\$ 2,972,199	\$ 2,570,245	\$ 2,594,899	\$ 2,634,268	\$ 2,748,900
TOTAL	\$ 2,972,199	\$ 2,570,245	\$ 2,594,899	\$ 2,634,268	\$ 2,748,900

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2002 Actual	2003 Actual	2004 Budgeted	2005 Budgeted
Civil Service Commission	FT	41	35	32	32
	PT	35	11	18	18
TOTAL		76	46	50	50
*FT=Full-Time PT=Part-Time					
Note: Part-time numbers reflect peak levels of employees, not average staffing levels.					

Civil Service Commission				
PROGRAM NAME: Administration		Appropriation/Request		FT PT
PROGRAM MISSION: To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens		2004	\$ 1,133,810	9 0
		2005	\$ 1,231,853	9 0
Service Delivery Goal: To ensure fair access is provided for city job opportunities				
Measure		Actual 2002	Actual 2003	Mid-Year 2004
Objective 1 Maintain at 2% or lower the percentage of full-time provisional employees	% of full-time provisional employees	0.4%	0.2%	0.2%

Civil Service Commission					
PROGRAM NAME: Public Safety Testing			Appropriation/Request		FT PT
PROGRAM MISSION: To provide lists of qualified candidates for uniformed competitive classifications by developing, administering, and scoring valid and reliable examinations in a timely manner			2004	\$ 546,821	7 18
			2005	\$ 718,946	7 18
Service Delivery Goal: To maintain current eligibility lists for uniformed competitive classes					
		Measures	Actual 2002	Actual 2003	Mid-Year 2004
Objective 1					
To maintain current eligibility lists for all eleven competitive classes in the uniformed ranks		# of uniformed classifications	11	11	11
		% of uniformed classifications with a current eligible list	100%	100%	100%
Service Delivery Goal: To have up-to-date job analyses for competitive uniformed classifications					
		Measures	Actual 2002	Actual 2003	Mid-Year 2004
Objective 1					
Review and update job analysis for Firefighter and Police Officer classifications every four years		# of Firefighter analyses completed	New	3	3
		# of Police Officer analyses completed	New	1	2
		% of Firefighter job analysis reviewed and updated within the last 4 years	New	100%	100%
		% of Police Officer job analysis reviewed and updated within last 4 years	New	33%	100%
Objective 2					
Review and update job analysis for 100% of uniformed promotional classifications every two years (50% each year)		# of uniformed promotional classifications (excluding Police D/C)	New	7	7
		# of uniformed promotional job analyses reviewed/updated (per year)	New	3	0
		# of analysts	New	6	6
		# of job analyses reviewed/updated per analyst	New	0.5	0
		% of uniformed promotional classifications with new examinations developed within the last two years	New	100%	100%

Service Delivery Goal:		To have up-to-date exams prepared for competitive uniformed classifications		
	Measures	Actual 2002	Actual 2003	Mid-Year 2004
Objective 1				
Develop new examinations for 100% of uniformed promotional classifications every two years (50% each year)	# of uniformed promotional classifications (excluding Police D/C)	New	7	7
	# of examination phases	New	31	31
	# of exam phases developed per year	New	12	8
	# of analysts	New	6	6
	# of examination phases developed per year per analyst	New	2	1
	% of uniformed promotional classifications with new examinations developed within the last year	New	77.4%	51.6%
Objective 2				
Review and update 100% of examinations for Firefighter and Police Officer every four years	# of Firefighter exam phases	New	4	4
	# of Police Officer exam phases	New	4	4
	# of Firefighter exam phases reviewed and updated within last 4 years	New	4	4
	# of Police Officer exam phases reviewed and updated within last 4 years	New	2	2
	% of Firefighter examination reviewed and updated within last 4 years	New	100%	100%
	% of Police Officer examination reviewed and updated within last 4 years	New	50%	50%
Objective 3				
Develop new examinations for the Firefighter and Police Officer classifications every eight years	# of Firefighter classifications	1	1	1
	# of Police Officer classifications	1	1	1
	# of new examinations for Firefighter developed within the last 8 years	New	4	4
	# of new examinations for Police Officer developed within the last 8 years	New	3	3
	% of Firefighter examination developed within the last eight years	New	100%	100%
	% of Police Officer examination developed within the last eight years	New	75%	75%

Civil Service Commission				
PROGRAM NAME: Non-Uniformed Testing		Appropriation/Request		FT PT
PROGRAM MISSION: To provide for the departments in a timely manner a list of qualified candidates for any non-uniformed competitive classification by developing, administering and scoring valid and reliable examinations		2004	\$ 428,350	6 0
		2005	\$ 356,098	6 0
Service Delivery Goal: Maintain current job analyses for all non-uniformed competitive classifications				
Measures		Actual 2002	Actual 2003	Mid-Year 2004
Objective 1 Conduct a new job analysis for 100% of the non-uniformed competitive classifications every 8 years (12.5% each year)	# of competitive classifications	New	New	244
	# of new job analyses conducted (per year)	New	14	15
	# of analysts	New	3	2
	# of new job analyses conducted per analyst (per year)	New	4.7	7.5
	% of yearly goal for job analyses conducted	New	47%	50%
Objective 2 Review and update as needed the job analysis for 100% of the non-uniformed competitive classifications every 4 years	# of competitive classifications	New	New	244
	# of job analyses reviewed/updated (per year)	New	14	15
	# of analysts	New	3	2
	# of job analyses reviewed/updated per analyst (per year)	New	4.67	7.5
	% of yearly goal for job analyses reviewed/updated	New	23%	25%
Service Delivery Goal: Maintain current examinations for all non-uniformed competitive classifications				
Measures		Actual 2002	Actual 2003	Mid-Year 2004
Objective 1 Develop a new examination for 100% of the non-uniformed competitive classifications every 8 years (12.5% each year)	# of competitive classifications	New	New	244
	# of new exams developed (per year)	New	12	16
	# of analysts	New	3	2
	# of new exams developed per analyst (per year)	New	4	8
	% of yearly goal for new exams developed	New	40.0%	53.3%
Objective 2 Review and revise/update as needed the exam for 100% of the non-uniformed competitive classifications every 4 years (25% each year)	# of competitive classifications	New	New	244
	# of exams reviewed/revised/updated (per year)	New	17	16
	# of analysts	New	3	2
	# of exams reviewed/revised/updated per analyst (per year)	New	5.67	8
	% of yearly goal for exams reviewed/revised/updated	New	28.3%	26.7%

Civil Service Commission				
PROGRAM NAME: Classification/Payroll Verification		Appropriation/Request		FT PT
PROGRAM MISSION: To provide and maintain an accurate and comprehensive classification system to ensure that City employees are properly employed and classified		2004	\$ 485,918	10 0
		2005	\$ 442,003	10 0
Service Delivery Goal: To provide an accurate and up-to-date class plan				
		Actual 2002	Actual 2003	Mid-Year 2004
Objective 1				
To ensure that 100% of class specifications are reviewed at least every 5 years				
Measures				
# of classes reviewed in last 5 years		621	639	622
Total # of classes		622	639	634
% of classes reviewed in last 5 years		100%	100%	98%
Service Delivery Goal: To ensure positions are properly classified				
		Actual 2002	Actual 2003	Mid-Year 2004
Objective 1				
To ensure that 100% of identified misclassifications are effectively resolved				
Measures				
# of misclassifications identified via audit		0	0	0
# of resolved misclassifications		0	0	0
% of resolved misclassifications		0	0	0
Service Delivery Goal: To respond effectively and efficiently to service requests				
		Actual 2002	Actual 2003	Mid-Year 2004
Objective 1				
To respond effectively to classification requests within period of ninety (90) days				
Measures				
# of classification requests completed		15	7	3
# of class actions included in request(s)		N/A	N/A	6
Total # of days to complete classification requests		1,329	362	590
Average # of days to complete classification requests		89	52	196
% of classification requests responded to within 90 days		New	New	66%
Objective 2				
To respond effectively to 100% of position audit requests within sixty (60) days				
Measures				
# of position audit requests completed		22	5	2
# of position audits included in request(s)		New	New	10
Total # of days to complete position audit requests		781	202	108
Average # of days to complete position audit requests		35	40	54
% of position audit requests responded to within 60 days		New	New	100%

Service Delivery Goal:		To ensure personnel files are accurately maintained with all required documentation		
	Measures	Actual 2002	Actual 2003	Mid-Year 2004
Objective 1				
To ensure 100% of personnel transactions are verified or "excepted" to the Auditor's Office in accordance with City Charter provisions	Total # of personnel transactions	New	11,567	8,761
	# of verified personnel transactions	New	11,567	8,697
	# of "excepted" personnel transactions	New	New	64
	% of personnel transactions in accordance with City Charter	New	100%	100%
Objective 2				
To ensure that 100% of personnel files are maintained accurately	# of randomly audited personnel files	120	120	60
	# of randomly audited personnel files in compliance	119	120	60
	% of randomly audited personnel files in compliance	99%	100%	100%